



SHIPPING INFORMATION

All shipments should be delivered to the hotel no more than (3) business days prior to your function date. All package handling/storage fees will be charged to your Master Account. The following rate schedule will apply to all incoming and outgoing packages:

- Wrapped Pallets \$50.00 each / per day.
- Letters or Express Box \$5.00 each (incoming and outgoing)
- Boxes and Display Crates \$10.00 each (incoming and outgoing)

See more information in the contract. Please note- if you decide not to ship and bring in your own items a Bellman's Service Fee may apply if assistance is needed.

Proper Labeling:

Please include hotel address:

**Omni Providence Hotel
One West Exchange Street
Providence, RI 02903**

And Select one of the following:

1. Overnight Guest Packages: Hold for "Guest Name and Arrival Date"
2. Group Packages: Hold for "Company, Group/Convention Name"

and Group or Convention Dates (Mo/Date/Yr)

and Name of (Sarah Boyle- Convention Services Manager)

- Receiving Hours: Monday-Friday 6am-4pm and Saturday 7am-12pm
- Packages or materials of excessive weight (over 50 lbs.) must be approved by hotel prior to shipping (Additional charges may apply to store and move this material)
- The Omni Providence Hotel reserves the right to refuse any shipments of excess size or weight due to limited storage space. Alternate storage may be arranged in advance at the customer's expense.
- Please notify your Convention Services or Catering Manager of the number of packages we are to expect.
- It is also suggested that your on-site manager have tracking numbers for all boxes shipped.

Shipping Out

Omni Providence Hotel only ships out through FedEx. Group/Exhibitors have to package their own shipments and apply Pre-Paid FedEx Labels. The Omni Providence Hotel cannot route FedEx shipping charges to your Master Account. If a group/exhibitor would like to ship out with another transportation company (i.e. UPS, Freight Company), the client will be responsible to schedule a pick up time and pre-pay for the shipment.